

**Deer Park Public Library
Meeting Room Policy**

The official policy of the Board of Trustees of the Deer Park Public Library regarding the use of the meeting room is:

The use of the meeting room in the Deer Park Public Library may be granted to community groups whose aims are educational, cultural and/or civic betterment.

The use of the room may not be granted for meetings which are partisan, commercial or religious in their purpose or which further any one individual's goals.

Hours: The meeting room is available during the hours that the library is open to the public.

Reservations: Reservations may be made up to three (3) months in advance. No more than 2 meetings may be on the schedule at one time. To ensure that everyone has equal access to our facility, reservations for any group must be made one (1) at a time. The meeting room provided by the library cannot be designated as a permanent site for meetings; therefore, it cannot be advertised as such. The Deer Park Public Library, City of Deer Park and the Friends of the Deer Park Public Library have first priority for the use of the meeting room.

Each group utilizing the meeting room **must** fill out a Meeting Room Request Form before using the room the first time. **This form must be submitted at least seven (7) calendar days before the requested use date.** The application is subject to approval by the Library Director and is not confirmed for use until approval has been granted from the Director.

Admission fees: No admission fee may be charged. Persons using the room for educational purposes may charge only for materials used during the current meeting.

Cancellations: The Deer Park Public Library reserves the right to cancel a reservation if the Library Director deems that a meeting does not comply with standards of the approved Meeting Room Request Form or if a scheduled meeting conflicts with the Library's use of the meeting room. If you cancel your meeting, please inform the library promptly so another may use the room.

Room Setup: Chairs and tables are available for use at meetings. Room arrangement is the responsibility of the organization requesting the room. The library will provide access to the requested number of chairs and tables. The library does not provide staff to assist in moving materials or furniture. Organizations are responsible for cleaning up afterwards and must leave the meeting room in the same condition in which they found it.

A/V Equipment: If you require a podium with microphone or other A/V equipment, this needs to be requested when making the initial application. Equipment owned by the library can only be operated by library staff. When your application is approved, library staff will schedule time with you to set up the equipment prior to the event.

Refreshments: Light refreshments are allowed at meetings. Available kitchen facilities include a sink, refrigerator, and microwave. “Light refreshments” include hot and cold non-alcoholic beverages and snacks not requiring on site preparation. Red or purple based punch or Kool-Aid is not allowed. Organizations are responsible for cleaning up afterwards and must leave the kitchen in the same condition in which they found it.

Use of Alcohol and Tobacco: The Patron Code of Conduct states that “alcohol or illegal substances may not be brought into the Library. Persons under the influence of either may not use the Library’s facilities.” The use of all forms of tobacco is also prohibited in the Library. Please see the Patron Code of Conduct for further details regarding use of the library facility.

Room capacity: The maximum occupancy of the Library Meeting Room is 179 people.

Improper use of the Library Meeting Room, library furnishings, or A/V equipment will result in loss of future Meeting Room use privileges.